



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Meeting Minutes**

BOARD/COMMITTEE: Finance Committee
MEETING DATE: August 25, 2020
TIME: 7:30pm
PLACE: Zoom Meeting Room
Boxborough, MA

Members Present:

Becky Neville
Gary Kushner
Keith Lyons

Members Absent:

Sachin Mathur
Ling Chen

Other Attendees:

Jennifer Barrett
Nora Shine

Gary called meeting to order at 7:30pm

Administrative Topics:

- Minutes for July 9, 2020, Becky moved to approve, Keith seconded; 3-0 Neville-aye, Lyons-aye, Kushner-aye

Recurring Topics:

- Fire Truck Expense – Engine 64 damaged to the tune of \$14,400 due to contaminated anti-freeze damaging the engine. Warranty voided.
- Select Board
 - Lauren Abraham (COA/Community Service) resigned...plan to replace by hiring a Director Level 1
 - Liz will leave Town Clerk position at end of June
- AB School Update – Nora Shine
 - Schools start September 14
 - School is coming to us for Covid aid. We are still waiting for confirmation on how it works/if funding assistance is eligible.
 - District is hoping some of the Cares Act funding can be directed to schools to help in purchasing Chromebooks. Town is not sure this capital would be eligible thru Cares funding.

- Tech Schools -
 - Assabet – One Student. Alternating weeks home/school
 - Nashoba – Four students (5 budgeted). Alternating weeks home/school
 - Minuteman – Five students (6 budgeted). 1 week on, 3 weeks off
- Accounting Update
 - Wrapping up FEMA reporting this week. Finished Work. March-June 30. Applying total cost claim of just over 250k (75% reimbursement, mainly for Overtime). Remaining 25% possibly eligible thru Cares Act. Will submit for another reimbursement starting July 1 to an unknown date. We just have not had a lot of costs/claims after June.
 - Free Cash – certification after August 30 receipts get posted. Likely mid-September. Report in October.
 - Ambulance Fund – 60k
- Liaisons –
 - BBC – no updates
 - CPA – no updates, next meeting on Sept 3
 - Personnel – Susan Bak is now chairperson
 - Recreation Commission – looking to potentially use Funds from Tae Kwon Do for some small expenses such as new batting cage for Flerra
 - Housing -meeting last week. Concerned with Lauren’s departure.
 - EDC – no updates. Meeting conflicting with our meeting
 - ABRSD Building Cmte – next meeting tomorrow
 - Department of Public Health forced size increase of septic tanks
 - Modular offices maybe not ready for start of school year
 - Bus loop not ready for school, trying to expediate a temporary loop in time for school
 - Received 60% approval from State, expect 90% approval in September.
 - Building moving along and on track
 - Steele Farm – Capital push back to FY24 at earliest (Keith to discuss with Ed)
- Staffing requests – Becky suggested that we get requests out and set deadline for requests for new positions. Tackle with October budget letters to department heads. Fincom prefers no new hires.

List of Exhibits used, if any

- Minutes July 9, 2020
- Agenda

Reserve Fund Transfer Tracker (FY21):

| Description | Expense | Balance | Date | Comments |
|-------------|---------|---------|------|----------|
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